



## SPRING 2008 MI-ACCESS STUDENT PRE-IDENTIFICATION

The Spring 2008 MI-Access assessment window will take place February 18—March 28, 2008. In preparation for administering Grade 11 MI-Access assessments to eligible students, districts **MUST** pre-identify students at the OEAA Secure Site ([www.mi.gov/oeaa-secure](http://www.mi.gov/oeaa-secure)). On December 3\*, the OEAA Secure Site will be available for the pre-identification of students who will be taking the Grade 11 MI-Access Assessments listed below. Please remember that grade 11 students either take all of the Michigan Merit Examination (MME) **or** all of the MI-Access assessments. Grade 11 students cannot take just one section of the MME.

### SPRING 2008 MI-ACCESS ASSESSMENTS:

1. PARTICIPATION: English Language Arts, Mathematics, and Science
2. SUPPORTED INDEPENDENCE: English Language Arts, Mathematics, and Science
3. FUNCTIONAL INDEPENDENCE: English Language Arts, Mathematics, and Science

To receive pre-ID preprinted student answer documents/labels from the MI-Access contractor, districts **MUST** complete the MI-Access Pre-ID process by **January 21, 2008**. After January 21, districts must continue to pre-identify students at the OEAA Secure Site. However, districts will have to locally print pre-ID student barcode labels, which will need to be affixed to the appropriate student answer documents.

Whenever possible, districts are encouraged to use a laser jet printer, rather than an ink jet printer, when locally printing pre-ID labels (some scanning equipment is not able to read the ink from inkjet printers). Complete instructions for locally printing pre-ID barcode labels are available in the *OEAA Secure Site User Manual*, which can be found on the log-in page of the OEAA Secure Site. There is also an Online Learning Program at the MI-Access Information Center, [www.mi-access.info](http://www.mi-access.info), which demonstrates how to locally print pre-ID barcode labels.

**IMPORTANT!** Districts that return answer documents without pre-ID barcode labels will be charged a \$5 fee per answer document for scanning and scoring services.

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\* *Note: The OEAA Secure Site will be opened for the Spring 2008 Michigan Merit Examination (MME) pre-ID test cycle on December 6.*

## **METHODS FOR PRE-IDENTIFICATION:**

There are several methods available to districts for pre-identifying MI-Access students for Spring 2008 assessments. Three methods are listed below:

### **Method 1**

Districts will create a data file in the required format and load the file onto the OEAA Secure Site for Spring 2008 prior to January 21. The required file format can be found on the login page of the OEAA Secure Site. Now both .csv and .txt files types are accepted on the OEAA Secure Site.

Method 1 is recommended for districts that are large, complex, or have the technical capabilities to complete this process.

### **Method 2**

The Fall 2007 Single Record Student Database (SRSD) data is available for districts to use the SRSD copy function.

Using the SRSD copy function and other tools on the OEAA Secure Site is a good option for districts that are smaller or less complex.

### **Method 3**

When only small numbers of students require pre-identification in the OEAA Secure Site, loading each student individually using the New Student button described in the OEAA Secure Site Manual is an effective method.

## **PRE-ID MATERIALS PROVIDED TO DISTRICTS:**

The MI-Access assessment administration contractor will provide the following preprinted materials for students who are 1) pre-identified in the OEAA Secure Site by the January 21 deadline, and 2) assigned to a specific MI-Access test type (Participation, Supported Independence, or Functional Independence).

1. Preprinted Participation Student Answer Documents: ELA, Mathematics, and Science
  2. Preprinted Supported Independence Student Answer Documents: ELA, Mathematics, and Science
  3. Preprinted Functional Independence Student Answer Documents: Mathematics and Science
  4. Preprinted student barcode labels to affix to the Functional Independence ELA Student Answer Documents
- Note that students who are pre-identified by January 21 for the Functional Independence ELA assessment will receive a preprinted ELA barcode label to affix to the ELA answer document, rather than a preprinted answer document.
  - If students are pre-identified in the MI-Access test cycle by January 21 but are NOT assigned to a particular MI-Access test type only generic preprinted barcode labels will be provided to the district. Those labels will need to be affixed to the appropriate blank student answer documents.

Districts that do not pre-identify students in the OEAA Secure Site by January 21 will NOT receive preprinted student answer documents or preprinted student barcode labels. As previously mentioned, these districts must locally print the student barcode labels and affix them to the student answer documents themselves.